

**KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY
(KKHSOU)**

**PROGRAMME PROJECT REPORT
ON
MASTER OF SOCIAL WORK (MSW)**

**Submitted to
UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI – 110 002**

**Submitted by
K. K. Handiqui State Open University
Guwahati, Assam**



September 2017

A handwritten signature in blue ink, appearing to read 'Derdwry', is written over the printed name of the Registrar.

**Registrar
Krishna Kanta Handique
State Open University
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1.1 PROGRAMME'S MISSION AND OBJECTIVES:

Social work is a profession which facilitate, rather empower individuals, families, and groups restore or enhance their capacity for social functioning and strives to create societal conditions that support communities in need. Social workers help people overcome some of life's most difficult challenges– poverty, discrimination, abuse, addiction, physical illness, social and emotional crisis like loss, unemployment, educational problems, disability and mental illness. They help to prevent such crisis and counsel individuals, families, and communities to cope more effectively with the stresses of everyday life. With particular reference to Assam, which is still lagging behind in various aspects of development and facing diversity issues, social work plays a significant role in smoothening and accelerating the development of the region. Social work education should receive special focus for the said reason. Master of Social Work (MSW) would be offered by the Department of Social Work, under Surya Kumar Bhuyan School of Social Sciences, Krishna Kanta Handiqui State Open University (KKHSOU). This Major programme has been thoroughly revised in accordance with the UGC Regulations on Open and Distance Learning, 2017. Syllabi of this Programme have been finalized after a series of deliberations and discussions with academic experts from Dibrugarh University and IIT Guwahati.

1.1.1 Mission of the MSW programme

The mission of the programme is to promote the profession of social work by educating the learners to become agents of social change; to orient learners for a profession which is committed to social justice and empowerment of individuals, groups and communities; to build up respect for individual and cultural diversities. This course will contribute in enhancing social work skills using theoretical and practical frameworks.

1.1.2 Objectives of the MSW Programme

- i. Infuse generalist social work practice with client systems of individuals, families, groups, organizations, and communities.
- ii. To integrate the values and ethics of the social work profession in accordance with the NAPSWI (National Association of Professional Social Workers in India).
- iii. Provide both the theoretical and applied knowledge of social work to the learners in order to enable them develop their skills and employability.
- iv. Develop analytical skills necessary for understanding forms and mechanisms of oppression and discrimination and apply strategies for social change and justice.
- v. Engage learners in research-informed practice and practice-informed research evaluating programme outcomes and practice effectiveness at all levels.
- vi. Train learners to apply knowledge of human behaviour and the social environment including theories of human behaviour and social systems.


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1.2. RELEVANCE OF THE PROGRAMME WITH KKHSOU'S MISSION AND GOALS:

The Master of Social Work (MSW) to be offered by KKHSOU has been prepared confirming the mission and goals of KKHSOU. This programme follows the following mission and goals of KKHSOU:

- i. To expand the higher education to cover the maximum number of population.
- ii. To promote equity and justice in the field of higher education.
- iii. To ensure the quality and excellence in the higher education.
- iv. To increase research both qualitatively and quantitatively.
- v. To contribute towards the economic growth of the country.

The MSW programme would contribute towards accomplishment of KKHSOU's mission and goals by providing theoretical and applied knowledge of Social Work to the prospective learners.

1.3. NATURE OF PROSPECTIVE TARGET GROUPS OF LEARNERS:

The nature of the prospective target groups of learners of this programme are as follows:

- i. The students who wish to obtain a Master Degree in Social Work.
- ii. All the stakeholders of the society like-governmental and non- governmental agents, policy makers, social welfare activists, grass-root workers, who are interested in ensuring a better standard of living, for the under-privileged section of the society.
- iii. Persons who were unable to complete higher education in the normal course of time and who are interested in social work.
- iv. People engaged in different avenues and wish to develop their professional skills.
- v. People living in rural and remote areas and other disadvantageous conditions who desire to complete their higher education.
- vi. People willing to earn for a living and learn at the same time.
- vii. Persons deprived of higher education in conventional system for variety of reasons.
- viii. Denied and deprived sections of people who need social work education for their upliftment.

1.4. APPROPRIATENESS OF THE PROGRAMME TO BE CONDUCTED IN ODL MODE TO ACQUIRE SPECIFIC SKILLS AND COMPETENCE:

The Master of Social Work (MSW) programme would be both theoretical and practical i.e., having field work component. The programme has been designed keeping in mind the ODL aspect. As such, the learners can learn the different courses through the Self Learning Materials designed for the specific programme and also do field-work to be supervised by the counsellors. Certain add-on resources, like CDs, community radio programmes and counselling sessions conducted in the study centres, etc. are expected to help the learners to clarify their doubts, if any. This would enable the learners to imbibe the required knowledge and skills to seek avenues

in employment, to go for higher studies and to know about the subject in an in-depth manner. All these measures would make the MSW programme compatible to be offered through the ODL mode.

1.5. INSTRUCTIONAL DESIGN

1.5.1 Programme Structure: The Programme Structure is presented below.

Master of Social Work (MSW) Programme

| Semester | Title of the Course | Course Code | Marks | Credit |
|-----------------|---|-------------|-------|------------|
| 1 st | Social Work- History and Ideology | MSWHI | 20+80 | 04 |
| 1 st | Social Work Practice with Individuals | MSWSWPI | 20+80 | 04 |
| 1 st | Sociological and Psychological Foundations of Social Work | SPSW | 20+80 | 04 |
| 1 st | Field Work- Case Work | MSWFW-01 | | 02 |
| 1 st | Orientation Visits | MSWOV-01 | | 02 |
| 2 nd | Social Group Work | MSWGW | 20+80 | 04 |
| 2 nd | Social Work with Communities and Social Action | MSWCS | 20+80 | 04 |
| 2 nd | North East Studies | MSWNE | 20+80 | 04 |
| 2 nd | Field Work- Rural CO and Group Work | MSWFW-02 | | 04 |
| 3 rd | Social Work Research and Statistics | MSWRS | 20+80 | 04 |
| 3 rd | Social Work in Industry and Organizational Behaviour | MSWI | 20+80 | 04 |
| 3 rd | Health and Mental Health | MSWHM | 20+80 | 04 |
| 3 rd | Field Work- data collection for Dissertation | MSWFW-03 | | 04 |
| 4 th | Introduction to Gender Studies | MSWGS | 20+80 | 04 |
| 4 th | Social Legislations and Human Rights | MSLHR | 20+80 | 04 |
| 4 th | Social Welfare Administration | MSWA | 20+80 | 04 |
| 4 th | Dissertation | | | 04 |
| | TOTAL | | | 64 credits |

1.5.2 Definition of Credit Hours: The University follows the system of assigning 30 hours of study per credit of a course. Thus, following this norm, a 4 credit course constitutes a total of 120 hours of study. Out of the total credit hours, a minimum of 10 percent, i.e., minimum 12 hours of counselling per course is offered to the learners at their respective study centres.

1.5.3 Duration of the programme: The Master of Social Work (MSW) has four semesters and is of minimum 2 years.

Minimum Duration : 4 semesters (2 years).

In case, a learner is not able to qualify a course in its first attempt, he/she has to qualify in the particular course within the next four attempts, subject to maximum duration of the study.

1.5.4 Faculty: The University currently has one full time faculty member in the Department of Social Work as Assistant Professor. The resources and support services are mobilised accordingly from within and outside the University.

1.5.5 Instructional Delivery Mechanisms: The Self Learning Materials have been prepared keeping in view of the above definition of instructional design. Particular attention has been given so that the basic three domains of knowledge, viz., behavioural domain, cognitive domain, and constructive domain can be addressed. A few examples have been mentioned in the following table.

| Domain of Knowledge | General Learning Tasks generally used | Contents in Self Learning Materials |
|---------------------|---|--|
| Behavioural | Memorising Undertaking field work Learning arbitrary information Learning rule systems Invariable (Routine) learning procedures | Social work involves both theory and practice. Thus certain theoretical propositions and field work experience is to be combined in the learning process. |
| Cognitive | Classifying Concept learning Problem-solving Procedures Reasoning and argument Rules | There is ample scope in this domain of knowledge. Most of the theories in social work are practise-based. Certain portion of the syllabi is also quantitative-based, and hence offers scope for the development of problem |

| | | |
|--------------|--|---|
| | | solving abilities. |
| Constructive | Case Studies Complex Situations Real-world Problem-solving | Certain real-world situations are included in the course. For example, in the discussion of theories related to case work, group work, students are advised to draw evidences from real world situations. |

Identification of media—print, audio or video, online, computer aided: All the learners are provided with Self Learning Materials, which is comprehensive in terms of contents in the syllabi. These learning resources are prepared with the help of resource persons across the country. Senior Professors from different Universities of the region are engaged as Editors of the SLMs. Apart from the Print Self Learning Materials, audio and video materials on certain modules would also be offered to the learners. In addition, certain topics are also covered through community radio programmes broadcasted through the *90.4 Jnan Taranga* Community Radio Service of the University, *Eklavya*, a radio programme broadcasted from All India Radio Station, Guwahati and simultaneously broadcasted by All India Radio Station, Dibrugarh. Live Phone-in-programme is broadcasted by All India Radio, Guwahati each Thursday (9.15 am – 10.15 am). In this programme, learners get live support to their queries, while the general public can also interact with officials/faculty members of the University on varied issues. Most of the Audio-Video programmes are also made available online through You Tube videos.

1.5.6 Student Support Services: The student support services which would be available in the MSW programme include the following:

- i. Self-Learning Materials covering the entire syllabi,
- ii. Counselling sessions at study centres,
- iii. Access to library services at study centres and the Central Library of the University as well,
- iv. Audio-Video materials on selected modules, available at study centres,
- v. Community Radio programmes on selected topics.
- vi. *Eklavya*, a radio programme broadcasted from All India Radio Station, Guwahati and simultaneously broadcasted by All India Radio Station, Dibrugarh.
- vii. Live Phone-in-programme is broadcasted by All India Radio, Guwahati each Thursday (9.15 am – 10.15 am). In this programme, learners get live support to their queries, while the general public can also interact with officials/faculty members of the University on varied issues.
- viii. Most of the Audio-Video programmes are also made available online through YouTube videos.

- ix. Learners can also write emails to any officials/faculty members of the University. For this a general email ID: info@kkhsou.in has been created. Queries raised through email to this email id are redressed by concerned official/faculty members of the University.
- x. A Facebook Account is also available where the learners can communicate with their issues. The System Analyst of the University has been assigned as the Administrator of the account.
- xi. An Android App “KKHSOU” has also been designed. This Android App can be downloaded free of cost from Google Play Store. Through this App, the learners can get detailed information of academic programmes available, district-wise and course-wise list of study centres, contact information of the study centres, University etc. This Android App of the University has also been widely recognised and has received an Excellence Award from IGNOU.
- xii. Learners can register for a free SMS service. This SMS services keeps the learners updated on schedules of Examinations, Declaration of results, Admission schedules and other important events.

1.6. PROCEDURE OF ADMISSION, CURRICULUM TRANSACTION AND EVALUATION

1.6.1 Admission

- i. Admission for the 2018-19 session would be undertaken through the Study Centres, spread across the state of Assam only for the Graduates from any UGC recognized university
- ii. For Admission to a programme, course fee is to be paid through the Bank challan at any branch of State Bank of India. Application along with necessary enclosures and a copy of the challan returned by the Bank after payment is required to be submitted at the recognised study centres within due date. Course fee may also be paid in the form of Bank Draft drawn in favour of “Krishna Kanta Handiqui State Open University” and payable at Guwahati. The University has also introduced the system of online receipt through SBI.
- iii. The Study Centre will undertake initial scrutiny of the application forms as per the norms and qualifications required for each programme.
- iv. After scrutiny, the eligible applicants will be provisionally admitted by the Study Centre.
- v. Intending learners with incomplete application may be given conditional admission at the University’s discretion with the condition that required eligibility documents are to be submitted latest by the dates prescribed for the purpose. Their enrolment will be confirmed based on the eligibility requirements. To appear in the examinations, confirmation of enrolment will be necessary.

- vi. All the enrolled learners will be provided with the registration number, programme guidelines and identity cards.
- vii. Those learners who are unable to complete the programme within the specified validity period will be required to register themselves afresh by paying the requisite fee as per the University regulations.

1.6.2 Fee Structure

The fee structure of the Master of Social Work (MSW) programme is as follows:

| Semester | Fee (In Rupees) |
|----------|-----------------|
| First | 5950.00 |
| Second | 5650.00 |
| Third | 5650.00 |
| Fourth | 6550.00 |
| Total | 23,800.00 |

The detail break-up of fee would be made available at the Prospectus also.

1.6.2 Financial Assistance:

The University offers free education to jail inmates and differently abled learners. At present, the University offers free of cost education to jail inmates in 13 district jails of the state. The University is in the process of adding more of central/district jails in the Academic Session 2018-19.

The University also offers subsidised education to the learners living below the poverty line. On production of BPL certificate from competent authority, the University offers 50% discount on course fee.

1.6.4 Continuous Admission:

- i. After completion of a particular semester, admission into the next semester is required within one month of the last examination of the previous semester. It does not depend on whether appeared in examination, or the result of the earlier semester. Admission will have to be taken continuously in the programmes without any break. A learner will be allowed to appear in all the examinations including Back within the stipulated time of a programme.

- ii. A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester.
- iii. A learner will be allowed to take admission to the next semester beyond one month but within two months from the last date of examination of the previous semester with a fine of Rs. 300.
- iv. Under special circumstances and on special consideration, a learner may be allowed admission in the next semester even beyond two months but before issue of notification for filling up of forms for examination of that semester by the University on individual application with sufficient reasons and on payment of a fine of Rs. 500.
- v. A learner will be however be allowed to take admission even after the issue of notification for filling up of forms for examination, but such learners will be allowed to appear in examination of that semester in the next year only. A learner is not charged any fine on such admission.

1.6.5 Refusal/Cancellation of Admission:

Notwithstanding, anything contained in the prospectus, the University reserves the right to refuse/cancel admission of any individual.

1.6.6 Curriculum Transaction and Activity Planner:

An activity planner that guides the overall academic activities in the MSW shall be made available prior to the admission schedule of the University. The newly constituted CIQA office as per UGC guidelines and the office of the Academic Dean would upload the Academic Plan and month wise Academic Calendar to enable the learners to plan their studies and activities accordingly.

1.6.7 Evaluation

- i. The University adopts both ongoing and term end evaluation. Ongoing evaluation is conducted in two modes: internal and external. The internal evaluation is to be undertaken by the learner himself. For this, the University has designed some Check Your Progress questions, which would help the learners to self-check his progress of study. However, this is undertaken at the learners' end themselves and is non-credit

based. For overall evaluation of a course, the University follows the two types of evaluation:

Continuous Evaluation (Assignments) : Weightage assigned 20%.

Term End Evaluation (Semester-end Examinations) : Weightage assigned 80%.

- ii. The learners have to submit the assignments within the schedule of a semester at the respective study centres. The counsellors at the study centres evaluate the assignments and return them to the learners with feedback.
- iii. Term end examinations are conducted on scheduled dates at selected examinations centres. Evaluations are done by the external examiners at zonal centres. After evaluation, further scrutiny is done, followed by moderation. Results are declared within scheduled dates as laid down in the Activity Planner.
- iv. Learners would be able to get their scripts re-evaluated if they are not satisfied with evaluation.
- v. Questions for the Semester End paper would be set as per the Evaluation policy of the University to have coverage of all the modules of the respective courses.
- vi. The University is in the process of using high security and eco-friendly synthetic (water proof and termite proof) papers for marksheets and certificates. Moreover, uses of interactive kiosk at study centres for issue of admit cards and modification of the existing EDPS system for quick publication of results of examinations are also being planned. Similarly, introduction of biometric identity of learners is also being planned.
- vii. The field work of the MSW learners will be evaluated by the counsellor's of the study centre based on the field work reports submitted to the study centres and viva.

1.7 Requirement of the laboratory support and Library Resources:

For the learners of Social Work, laboratory support is not required. Library services are offered to the learners through physical library facilities set up by the University at the respective study centres. Reference books are suggested by the faculty members of the University, and are supplied to the libraries located at the study centres. The central library of KKHSOU also has a stock of quality books in the area of Social Welfare and allied areas. This is quite helpful for the faculty, SLM writers and content editors as well. The learners also can avail the facilities. As on 07-09-2017, the central library of KKHSOU has a collection of 17,988 books.

The digital version of the University Central Library, KKHSOU is also available on the website: <http://www.kkhsou.in/library/> which is an online platform for collecting, preserving and disseminating the teaching, learning and intellectual output of the University to the global community. On this website the entire catalogue (title/ author/ publisher wise) of library resources including books and other literature relating to this particular course and the Open Access Search Engine (OAJSE) which is a gateway to over 4,500 e-journals including those in Social Work and allied areas can be accessed among others.

1.8 COST ESTIMATE OF THE PROGRAMME AND THE PROVISIONS

The office of the Finance Officer of KKHSOU keeps all the records of finances regarding print of SLMs, honorarium paid to the members of the Expert Committee, honorarium to be paid to Content Writers, Content Editors, Language Editors, Translators, Proof Readers and also the expenditure related with organizing counsellors' workshops, meeting of the co-ordinators of the study centres etc. Moreover, the finance office also maintains records of purchase of computers, online space, books, journals etc. The accounts are maintained as per the laid down procedures of the government. As regards, the cost of programme development, programme delivery, and programme maintenance, the finance office conducted an exercise based on historical costing method to arrive at indicative figures of cost. The findings are presented below in respect of the MSW programme of KKHSOU.

1.8.1 Programme Development Cost:

- i. SLM Development Cost for Master Degree Programme (English medium) per Unit
Rs. 7,300/-
- ii. Printing Cost per SLM Rs. 56/-
- iii. Cost of CD per unit Rs. 23/-

1.8.2 Programme Delivery Cost:

The SLMs prepared have to be delivered to various study centres located at the far flung remote areas. On an average, the University delivers about 15 kgs of study materials per student. The cost of delivery of 1 kg of such material is Rs.10. Accordingly, depending upon the number of

learners, the cost for the MSW programme will be provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM per student at Rs. 150.00.

1.8.3 Programme Maintenance Cost:

The University will keep financial provision for organizing stake holders' meetings, counselling workshops etc. as per the Academic Plan and Academic Calendar approved by the Academic Council of the University. The workshops conducted by the University will not only benefit the learners of the programme, but will also benefit the learners of other programmes. The University will also bear the cost of organizing the meeting of Syllabus Revision Committee etc. and also for supply of additional study materials if required for improving the quality of the programme. Moreover, the University will keep on investing in developing the IT infrastructure so that the learners can benefit from the ICT enabled programme. The cost calculated by the office of Finance Officer as regards maintenance of Master Degree programmes is Rs. 1,600.00.

The figures as indicated above will be applicable for the MSW programme of the University. The University will keep adequate financial provision for development, delivery, and maintenance of the programme presented as per the Programme Project Report.

1.9. QUALITY ASSURANCE MECHANISM AND EXPECTED PROGRAMME OUTCOMES:

1.9.1 Quality Assurance Mechanism: With regard to the quality concerns of the course materials, the department is involved in the following activities:

- i. The programme design and structure is decided upon after a series of discussions and deliberations with a team of a few carefully chosen subject experts, who are mostly eminent scholars and professionals from the reputed institutions of higher education. Formed with due approval from the University authority, this expert Committee is helped by the in-house department faculties while preparing the framework of the programme.
- ii. The next step after the completion of the framework preparation is the allotment of the assigned papers (which is again composed of 15 units) to the assigned authors. The in-house faculties prepare a carefully chosen list of authors for the task. The in-house faculties

also contribute their writings, besides the out sourced authors, who are mostly research scholars and faculty members from higher educational institutions.

- iii. The content editors are then roped in for the next round. The content editors, who are mostly academics from reputed higher educational institutions, look into the contents of the units and provide their suggestions and feedbacks to be included by the coordinator of the programme.
- iv. The materials are sent to the Language Editor, who then looks into the contents of the material written in Assamese and give their necessary suggestions to be incorporated by the coordinator of the particular programme. The next step is that of printing and distributing the SLMs to the respective study centres. Arrangements would be made to distribute the SLMs to the learners at the time of admission.
- v. Field work of MSW learners is to be monitored and evaluated by the study centre counsellors based on the field work reports submitted and a viva (each semester).
- vi. The newly constituted CIQA Office is planning to conduct stakeholders' meetings; SLM and Counselling Workshops which is expected to provide the University and the Department with required inputs for quality enhancement.
- vii. In order to keep the programme updated, the programme would be revised and necessary changes would be incorporated for the benefit of the learners, based on the inputs received from the mechanism as mentioned above.

1.9.2 Expected Programme Outcomes:

- i. It is expected that the course would mould the learners to emerge as professional social workers equipped with the required skills and knowledge to deal with real-world situations.
- ii. Develop analytical skills and research perspectives among the learners on region specific and case specific issues.
- iii. It is expected that the MSW Programme would prepare learners for further research and to pursue higher studies in this line.
- iv. The MSW programme will also help the learners to seek avenues in the development sector and/or other upcoming sectors.
- v. The programme will enable the learners to engage with the society in a fruitful manner leading to the welfare of all and thus contribute to the betterment of the society.

Annexure I

Course Syllabi of MSW Programme

Semester I

Course: MSWHI- History and Ideology of Social Work (4 credit)

Objectives:

- i. To orient the learners to the basic concepts of social work,
- ii. To understand the basic values and principles of social work profession,
- iii. To trace the history of social work in India and abroad,
- iv. To understand the significance of contemporary ideologies in the practice of social work.

Unit 1- Social Work: Meaning and Definition of Social Work, Basic Assumptions, Scope, Objectives; Functions of Social work: Preventive, Remedial, Developmental; introduction to Methods of Social Work, Fundamental Rights and Directive Principles.

Unit 2- Principles of Social Work- Principle of Acceptance, Individualization, Communication, Self Determination, Confidentiality, Non-Judgemental Attitude and the Principle of Controlled Emotional Involvement.

Unit 3- Basic concepts related to social work- Social Service, Social Welfare, Social Reform, Social Justice, Human Rights, Social Security, Social Policy and Legislation, Social Development, Social Administration.

Unit 4- Historical Development of Social Work: Professional development of Social Work in India, USA and UK. Development of Social Work Education in India; Professionalization of Social Work Education, Basic Values, Philosophy, Principles of Social Work; limitations of professional social work

Unit 5- Professionalization of Social Work: Code of Ethics in Social Work Profession, Marginalization of vulnerable groups and limitations of professional social work; Professional Social Workers Associations in India and abroad; Code of Ethics in Social Work Profession.

Unit 6- Contemporary Ideologies for social change: Meaning: Development, Development and Underdevelopment, Concept of Balanced Growth, Neo-Liberalism, Globalization, Postmodernism, Feminism, Multiculturalism.

Unit 7- Ideology of Sustainable & People Centred Development, Resurgence of the Civil Society, Ideology of Non-government Organizations; Marginalized groups, Discrimination, Integration and Identity, Challenges in India.

Unit 8- Forms of Social Work Practice: Conventional Social Work- Welfare and Administration, Charity and Philanthropy; Radical Social Work- Law and Social Work, Social Reform and Movement, Social Activism; Social Network, Social Work and Culture.

Unit 9- Perspectives of Social Work Practice in India: Ideological Influences of social reform movements, Advent of Missionary (1785 onwards), Gandhian, Tilak, Gokhale, Karve, Phule, Shahu, Ambedkar thoughts, Marxist perspectives, Feminist perspective, Subaltern perspectives (Dalit and Adivasi) and Post – modernism influence.

Unit 10- Development of Social Work Education in India: Evolution of social work education, American Marathi mission, Nagpada Neighbourhood House, Mumbai, Sir Dorabji Graduate School Social Work, Mumbai, of Levels of Training in Social Work Education,

Unit 11- Development of Social Work Education in India II: Domains in Social Work Education (core domain, supportive domain, elective and interdisciplinary domain); Focus, Nature and Content of Social Work Education. Field work and importance of field work supervision.

Unit 12- Fields of Social Work: Welfare Administration, Family and Child Welfare, Medical and Psychiatric Social Work, Rural and Urban Community Development, Criminology and Correctional Administration, Human Resource Development, Industrial Social Work

Unit 13- Various settings of Social Work Profession: Family Courts, Educational Settings, Industry, Correctional Settings- Prisons, Rehabilitation Centres, Juvenile Homes, Rural Community, Urban Slums, Social work in areas of Local Self Government.

Unit 14- Personal and Professional Growth of Social Workers: Self Development in the professional front and Communication for Effective functioning; Professional Personality and Integrity; Self Awareness- Techniques of understanding Personal and Professional Self; Stress and Burnout.

Unit 15: Professional Goals of Social Work: Empowerment of Client; Communication, Role of Social Worker as an Enabler, Guide, Communicator, Resource Mobilizer, Maintaining Ethical Standards.

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- Desai, Murli. 2010. *Ideologies and Social Work*. Jaipur: Rawat Publications
- Friedlander, WA. 1958. *Concepts and Methods in Social Work*. New Jersey: Prentice Hill
- Fook, J. 2003. *Social Work: Critical Theory and Practice*. London: Sage Publications

MSWSWPI- Social Work Practice with Individuals (Social Case Work)**Objectives:**

- i. To understand case work method and its contribution to social work practice.
- ii. To develop capacity to understand and accept the uniqueness of individuals.
- iii. Understand the development and preventive goals in working with individuals and families.
- iv. To develop ability of establishing and sustaining working relationship with the client.
- v. To help the learner acquire skills of working with individual and families in various situations and settings.

Unit 1- Introduction to Social Case Work: Meaning Of Individual/ Case, Definition, Objectives of Social Case Work; Historical Development of Social Case Work practices in India, UK and USA.

Unit 2- Aspects of Social Case Work: Individual, Family, Group, Social Environment, Maladjustment, Concept, Values and Ethics of Social case Work, Scope, Philosophy of social case work;

Unit 3- Principles of Social Case Work: Individualization, Purposeful Expression of Feelings, Controlled Emotional Involvement, Principle of Acceptance, Non- Judgemental Attitude, Client Self- Determination and the Principle of Confidentiality.

Unit 4- Components of Social Case Work: (a) Person – Client, Significant, Family ties (b) Problem – Need, Identification and Impaired Functioning / types. (c) Place – Agency, Its Functions and specific resources. (d) Process – Study, Assessment, diagnosis, intervention, termination and follow up.

Unit 5-Tools of Social Case Work: Listening, Observation; Interview- Process, Skills in Interview; Home Visit- Principles, Skills and Techniques of Home Visit; Rapport Building, Recording as a tool of case work- Purpose, Types, Diagnostic Summary and Treatment Plan.

Unit 6- Client – Case Worker Relationship: Professional and Purposeful Relationship, Nature and Components, Steps involved; Principles of Case Work Relationship, Objectives, Communication Process, Verbal and Non- Verbal Communication, Effective Communication.

Unit 7- Approaches to Case Work: Eclectic Approach, Psychoanalytical Approach, Behavioural Modification, Crisis Intervention, Problem Solving Approach; Psycho-social approach, Functional approach, Crisis Intervention.

Unit 8- Techniques and Theories of Social Case Work: Problem-solving approach, Crisis Theory, Family intervention, Behavioural Modification, Rational Emotive Therapy (RET), Transactional analysis and Holistic approach.

Unit 9- Models of Case Work Practice: Social Diagnostic Model by Mary Richmond; Supportive and Modificatory Model- Hamilton; Problem Solving- Perlman; Crisis Intervention; Competency Based Approach

Unit 10- Case Work Process/ Phases: Steps involved in the process of case work, In-take Study, Assessment, Diagnosis, Treatment/ Intervention, Evaluation & Termination, Follow-up; Client - Case Worker Relationship and the use of professional self.

Unit 11- Treatment Methods in Case Work: Direct treatment, Administration of practical services and Environmental manipulation; Need for Counselling, Skills in Counselling, Problem Solving Strategies, Decision Making Methodologies

Unit 12- Role of Case Worker: Social Case Work Skills in Listening, Observing, Interviewing, Recording, Assuring, Empowering Client, Counselling, Modifying Behaviour, Environmental Modification; Role as Enabler, Advocate, Resource Mobilizer, Communicator, Supervisor, Rehabilitator

Unit 13- Fields of Social Case Work Practice: School and other Educational Settings; Hospital- General and Psychiatric Setting, Correctional setting- De-addiction and Rehabilitation Centres, Juvenile Homes, Prisons, Community;

Unit 14- Fields of Social Case Work Practice II: Family and Child Welfare, Case work with Elderly; Case Work in Crisis Situation: Natural and Man-made Disasters; Case work in Organization, Industry setting

Readings:

Upadhyay, R.K. 2003. *Social Case Work*. Rawat Publication, Jaipur.

Govt.of India. 1987. *Encyclopedia of Social Work*, Publication Division (Social Welfare Ministry) New Delhi.

- Mathew, Grace. 1992. *An Introduction to Social Case Work*, Mumbai.
- Richmond, M.E. 1922. *What is Social Case Work: An Introductory Description*; N.Y. Russell Age Foundation.
- Goldstein, *Ego Psychology & Social Work Practice* (1984), New York. Free Press.
- Goldstein H., *Social Work Practice, A Unitary Approach*, (1979) Carolina, University Of Carolina Press.
- Turner, Francis (Ed) 1986 *Social Work Treatment: Interlocking Theoretical Approaches*; 3rd Ed. New York: The Free Press.

SPSW: Sociological and Psychological Foundations of Social Work (4 Credit)

Objectives-

- To provide the learners with a sociological perspective for effective social work practice,*
- To familiarize the learners with various sociological concepts, social institutions and understand the significance of its knowledge in social work profession,*
- To understand the factors contributing to the development personality,*
- To understand the concepts that will be beneficial to social workers in understanding human behaviour better, to understand the physical, psychological & social changes of various developmental stages.*

Unit 1- Understanding Society: Basic Elements- Individual and Society, Groups- its functions, Community-Types of Community -Rural, Urban, Semi-Urban and Tribal; Demographic variables and Malthusian Theory, Complexity of Indian Society: Demographic Characteristics of Indian Society

Unit 2- Social Sciences, Significance of Sociology in Social Work, meaning of Society, Social Groups, Groups-Primary, Secondary and reference group; Theories of Society: Significance a theoretical understanding of social, Evolutionary, Structuralism and Functionalism, Conflict theory, Social Action – theory of social action.

Unit 3- Culture: Forms of Culture, Contents- tradition, custom, norms, values, mores and folklores; Social Institutions: Concept and Types: Marriage, Kinship, Family, Religion, Economy, Politics and Education - their Characteristics and Functions.

Unit 4- Social Stratification: Definition and Characteristics, Caste system: Traditional Verna system, theories on the origin and development, Modern Trends of Caste System in India; Social Stratification and Economic Classes, Gender Roles and Inequalities, Sexual Division of Labour, Status and Role.

Unit 5- Socialization: Concept, Definition, Types, Stages, Agents of Socialization, Theories of Socialization; Role of Socialization in Human Life. Social Deviance: Meaning, Definition, Characteristics, Types and Factors contributing for Social Deviance.

Unit 6- Social Control: Concept, Forms and Social Control – meaning; Agencies of social control – Law, Education, Public Opinion Propaganda, Coercion, Customs, Folkways and Mores, Religious and Morality, Sanction, Fashions, Rites, Ceremonies, Etiquettes

Unit 7- Social Change: Definition, concept, types and theories of social change in India. Concept, Theories of Social Change in India: *Sanskritization*, Westernisation, Modernisation; Social Movements & Social Change; Social Reform Movements in India- Arya Samaj, BrahmoSamaj, Chipko Movement, Narmada Bachao Andolan, Bachpan Bachao Andolan, The Assam Movement.

Unit 8- Social Problems in India: Poverty and Unemployment, Corruption, Crime, Gender Discrimination, Female Foeticide and Infanticide, Violence against Women and Children, Human Trafficking, Migration and Displacement.

Unit 9- Introduction to Psychology: Definition, scope, method and relation with social work. Developmental psychology: Definition, Meaning & scope; Developmental Psychology and Social Work.

Unit 10- Motivation and Need: Definitions, need, nature, types; Personality: Nature Definition, Bio and socio determinants of personality, assessment of personality; Emotion: Meaning and Definition, Difference between feeling and emotions, emotional quotient.

Unit 11- Understanding Human Behaviour: Concept of human behaviour, Nature of Attitude, Formation of Attitude, Theories of Attitudinal change; Factors- frustration, conflicts, adjustment, maladjustment, intelligence, learning and memory; Psycho-Social Bases of Behaviour- Role of heredity, Role of endocrine glands, Role of central nervous systems

Unit 12- Human Behaviour II: Social factors affecting behavior, Theories of Development and Behaviour: Freud's Psychosexual theory & Erikson's psychosocial theory; Socialization Process, Coping /defence mechanisms.

Unit 13- Maladaptive Human Behavior: Abnormal Psychology, Psycho-pathology, Stress, Mental deficiency, antisocial personality, Psychosomatic disorders; Adjustment Nature, concept of effective adjustment.

Unit 14- Human Growth & Development: Meaning, Life span approach to the understanding of human growth and behaviour, Various Phases and its Characteristics; Principles of growth & development.

Unit 15- Stages of Human Development: Prenatal- Pregnancy, Child Birth, Problems during delivery Infancy: Characteristics, Family influence Babyhood – Characteristics, Child Rearing Practices, Family relationship; Neonatal, infancy, Childhood, Adolescence, Adulthood and Old Age

Readings:

Ahuja R., 1993, *Indian Social System*, Vedam Book House, Jaipur.

Madan, G.R., *Indian Social Problems*, Vol-1

Mamoric, C.B., *Social Problems and Disorganisation in India*.

Samuel Koenig .*Sociology – an introduction to the science of society*.

Crawford, Karin and Walker, Janet. 2008, *Social Work and Human Development* (2nded.).

Learning Matters Ltd. Richard, N.J. 2010. *Theory and Practice of Counseling and Therapy*. Sage Publication

Hurlock, Elizabeth B., (1978), *Child Growth And Development.*, New Delhi, Tata McGraw Hill Publishing company ltd.

Semester II

MSWGW -Social Work Practice with Groups

Objectives:

- i. To understand the scope of Group Work in social work intervention
- ii. To familiarize the learner with group formation, group work process & evaluation
- iii. Gain knowledge about the use of a variety of group approaches.
- iv. Develop knowledge, skills and techniques to be used by the social worker in groups.

Unit 1- Social Group Work: Social Group: Meaning, concept, Definition, Objectives of group work, Evolution and Characteristics of Group Work.

Unit 2- Historical Development of Group work Practice: Historical Development of Group Work in India and in the West, Basic values and principles of group work.

Unit 3- Concepts related to Social group: meaning, characteristics, Types, Characteristics and Significance of Groups, Group Dynamics, Group as Agents of Development,

Unit 4- Theories of Group Work: Psychoanalytic theory, Learning theory, Field theory, Social exchange theory, System theory.

Unit 5- Development of the Group: Stages of group work: planning, beginning, middle and ending phases, Use of programme as a tool: importance, principles and elements.

Unit 6- Group Processes and Dynamics: Group Structure, Group behaviour, Communication and interaction pattern, Group cohesion & conflict

Unit 7- Group Work Process: Programme Planning in Group work; Models of group work practice, Steps in Group Formation, Stages of the Development of Groups and Admission of Formed groups.

Unit 8- Various Techniques Of Group Work: Group Counselling, Group Discussion, Group Decision-Making, Role Play, Programme Media And Group Sessions.

Unit 9- Group Work Stages: different stages of group development and Group Work- Intake Study, Analysis and Assessment, Negotiating Contracts, Treatment, Recording in Social Group Work: Intervention different stages of group development, orientation, bonding, interaction, conflict, confrontation,

Unit 10: Final Stages of Group Work: Evaluation and Termination: Importance of Evaluation; Types Evaluation; Methods of Evaluation; Need for Termination; Types of Termination; Characteristics of Termination phase; Worker's skills.

Unit 11- Group work Skills: facilitation, analytical thinking, leadership and recording in group Work, Role of group worker in different stages of group work practice.

Unit 12 - Role of social worker in group work: Enabler, Stimulator, Supporter, Guide, Educator, Resource person, Therapist and Supervisor.

Unit 13- Skills of group worker: Leadership, Communication, Listening, Conflict Resolution, Decision Making, Facilitation; Use of Socio-Metry for group work.

Unit 14- Group Work in various settings: with Children, Adolescents and Elderly, hospitals, residential and non-residential institutions. Application of group work with different groups: children, adolescents, elderly persons, women and persons with disability.

Unit 15- Areas of Group work Practice: Health and Mental health set-ups, Health education, substance abuse, schools, labour welfare, juvenile delinquency, youth and other disadvantaged and vulnerable groups.

Readings:

- Tracker, Harleigh B. 1970. *Social Group Work - Principles and Practice*, Association Press: New York.
- Balgopal, P.R.&Vassil, T.V.1983. *Groups in Social Work: An Ecological Perspective*. New York: Macmillan.
- Brown, Allan. 1994. *Group Work*. Hampshire: Ashgate.
- Douglas, T. 1972. *Group Processes in Social Work: A Theoretical Synthesis*. Chicester: Johan Wiley & Sons Geoffrey
- L.G. &Ephross, P.H. 1997 *Group Work with Population at Risk*. New York: Oxford University Press.
- Konopka, G. 1963 *Social Group Work: A Helping Process*. Englewood Cliffs: Prentice.
- Toseland, R.W. & Rivas, R. 1984 *An Introduction to Group Work Practice*. New York:MacMillian
- Trecker, H.B. 1972 *Social Group Work: Principles and Practices*. New York: Association Press.
- Wilson, G. & Ryland, G. 1949 *Social Group Work Practice*. Cambridge: Houghton Mifflin Company.

MSWCS -Social Work with Communities and Social Action

Objectives

- i. To be acquainted with the concepts of community and its dynamics
- ii. To understand community organization as a method of social work
- iii. To understand the critical elements of community organization practice
- iv. To understand the concepts and strategies of rural and urban community development.
- v. To familiarize learners with concepts in defining social action and social movements.
- vi. To provide an over view of evolution of social action as method in social work.
- vii. To acquaint learners with various theoretical perspectives on social movement.

Unit 1-Analyzing Community: Concept of community, Types of Community, Structure & functions, Deconstruction of community, Understanding community power structure

Unit 2- Community Organisation: Meaning, Objectives, principles & Definition; Phases of Community Organization; history of community organization; History of Community Organization, Evolution of Community Organization as a Method of Social Work.

Unit 3- Methods of Community Organization: Fact finding; surveys, analysis, planning & evaluation. Concept of Community Participation, Community Empowerment.

Unit 4- Community organization as a method of social work, Concept of Community Work, Community Organization and Community Development, Principles of community organization, Processes in community organization- steps and applications, Models of community organization and its application.

Unit 5- Strategies and techniques in Community Organization, Empowerment and capacity building through communities, People's participation, Participatory Rural Appraisal (PRA), Role of Community Organiser in Different Settings; Community Development: difference between Community Development & Community Organisation.

Unit 6- Community Development: Concept, Philosophy & Methods; Rural Community; Meaning & Characteristics, Rural Development Administration; Structure and Functions of Community Development Block; Role of NGOs in Rural Development in India; 73rd Constitutional Amendment

Unit 7- Panchayati Raj in India: Local Self Governance- Distribution of Power; Structure and Functions; Autonomy of Panchayati System, Decentralised Planning and Decision Making, Contemporary Best Practices.

Unit 8- Characteristics of Urban Communities: Origin & Growth of Cities—Industrialization, Urbanization & Modernization. Growth of slums: cultural, political & social aspects of slum life; Urban Community Development: Concepts & Strategies. Of Urban development programmes; 74th Constitutional Amendment & Municipal Govt.: structure, powers and functions.

Unit 9- Community Organization with Tribal and Rural Communities: Tribal Social System and Governance, Tribal Autonomous Councils, Scheduled Areas, Community Organization with Vulnerable Communities.

Unit 10- Social Action: Concept, Definition and meaning of Social Action, Social Action as a method of Social Work: Typology of social action. Scope of social action, Principles of social action; Strategy of social action, Models of social action, Social action and social change, Social Work and Social Action.

Unit 11-History of Radical Social Work Practice: Settlement House Movement and Anti-oppressive Social work practice,Critical Social work and Structural Social Work practice.

Unit 12- Integrated Social Work Practice: Meaning, relevance of the integrated approach to social work, integrated approach as an inter-disciplinary method of problem solving. Strategies and Tactics Employed in Social Action.

Unit 13- Perspectives of Social Action in India: Concept of Conscientisation and critical awareness, Paulo Friere, B.R. Ambedkar, Mahatma Gandhi and Saul Alinsky's contribution to Social Action

Unit 14- Introduction to Social Movements: Definition and meaning of social movements, Concept, nature and Components, Social Movements and Social Change, Norms of social movements; Classification of Social Movements, Old and New Social Movements, Characteristics of New Social Movements, Structure of social movements.

Unit 15- Social Movements in India: Overview of Social Movements in India, Peasant Movements, Labour movements, Women's movements, Dalit movements, Tribal movements, Naxalbari Movement, Dalit Mobilization, Tribal Solidarity Movements; Environmental Movements, Ethnic Identity Movements

Readings:

Cox, Fred. 1987. Community Organization, Michigan: F.E. Peacock Publishers.

Dhama, O.P. & Bhatnagar, O.P. 1994. Education and Communication for Development New Delhi: Oxford & IBG Pub. CO. Pvt. Ltd.

Dunham, Arthur .1962. Community Welfare Organization: Principles and Practice, New York: Thomas Crowell.

Gangrade, K.D. 1971. Community Organization in India, Mumbai: Popular Prakashan.

- Khinduka, S.K. & Coughlin, Bernard.1965. Social Work in India, New Delhi: KitabMahal.
- Milson Fred. 1973. An Introduction to Community Work, Rutiedge&Kegan. Paul, New Delhi: London OXFORD & IBH Publishing Co.Pvt. Ltd
- Khinduka, S.K & Coughlin, B. J. 1975.A Conceptualization of Social Action. The Social Review, 49 (1)1-14.
- Powell, F. 2001. The Politics of Social Work. London: Sage Publications.
- Freire, P 1970 Pedagogy of the Oppressed. New York: 35 Continuum.

Course- MSWNE: Introduction to Northeast India

Objectives:

To provide the learners an over-view of the demographic features of the region, politics, economy, causes of unrest, its challenges to development and prospect of social work practice in the region

Unit 1: A Brief history of North East India

State Formation in Hills and Plains, Non-State Political Formations, Colonial Historiography And 'India's North East', Territoriality And Autonomy, Natural Resources Of NE, Agriculture And Land Reforms, Demographic Distribution Of The Region, Ethnic And Cultural Diversity

Unit 2: Demographic profile

Tribe: Concept, Characteristics, Demographic And Geographical Distribution Of Tribes In North-East India, Sate-Wise Distribution Of Tribes, Racial And Language Affinity, Customary Laws, Political Economy Of The Tribal Areas, Protective Legislations, 6th Schedule Areas.

Unit 3: Political Scenario

Constitutional Mechanism Of Political Integration And Emergence Of The North-East India Identity, Tribal Political Traditions, Resistance Movements, Insurgency And The State, Politics Of Ethnic/Cultural Identity, Power and Autonomy - Regionalism And Coalition Politics, North East India And Neighbouring Countries: Borders And Frontiers Conflict.

Unit 4: Developmental issues

Developmental Rights and rights of indigenous people, Social Work Approach, Entrepreneurial and Livelihood Training, Development Disparities in North- East India, Social Change and Development, Flow of Central Funds and its Utilization,

Unit 5: Economy

Scope for sustainable tourism in North East, Industrialization Challenges, Small- Scale and Village industries, Changing Economic Scenario, Migration and demographic transition, Border Trade, Act East Policy and North East India.

Unit 6: Environmental Issues

Ecology and Environment of the NE region, Geographical and environmental determinants of development, Political ecology –land, water resource, forest resource and energy, Hydro project Mega dams and environmental issues, Environment versus developmental debates.

Unit 7: Education Scenario

Role Of State And Private Organisation In Education; Role Of Christian Missionaries, Literacy Rate - Male And Female Ratio, Migration Of Students And Issues Of Racial Discrimination; Contemporary Education Scenario, Emergence Of Central And Private Universities In The Region.

Unit 8: Peace and Conflict situation in Northeast

Ethnic, social and political violence, Analysis of conflict in Northeast: Peace-building and Conflict Resolution, Peace talks, Gender and conflict, Pattern of migration, Case Studies: Ethnic and militancy related violence in Northeast India.

Unit 9: Human Rights Issues

Challenges in the Promotion of Human Rights in North East- Criminal Justice System, Violation of Human Rights in Northeast India, Armed Forces Special Powers Act (AFSPA), Role of Civil Right Societies, Activists And Mass Media For Protection of Human Rights in the NE Region.

Unit 10: Social Problems

Social Problems in the NE Region: Drugs And Human Trafficking, Immigration, Unemployment, Social Unrest, Bandh Culture, Smuggling Of Arms And Ammunition,

Witch Hunting, Corruption. Problems And Issues Of Tribal Communities- Poverty, Human Trafficking, Land Alienation.

Unit 11: Social Movements

Significant Social Movements in the NE Region- The Naga movement, Assam Movement, Bodoland Movement, Civil society movement, Students movements, Peasant movement; Ethnic Identity Movement

Readings:

1. Udayon Mishra, (2000) The periphery strikes back; Challenges to the nation-state in Nagaland and Assam, Indian Institute of Advanced Study.
2. SubirBhumik, (2009) Troubled periphery, Sage Publication.
3. Chandrashekhar J. 2012. New Heights in Contemporary Social Work. New Delhi: Cyber Tech Publications.
4. Syiemlieh, Dutta, Baruah. 2006. *Challenges of Development in North-east India*. ICSSR: Shillong.
5. NikmeSalse C. Momin. 2010. Cultures of North East India. DVS Publishers, Guwahati.

III Semester

MSWSR: Social Work Research and Statistics (04 credits)

*Objectives: To help learners understand the significance of research in social work profession
To develop scientific approach for systematic procedure social work research
To familiarize learners with various statistical techniques for analyzing data.*

Unit 1- Introduction To Social Work Research: Meaning And Definition Of Research; Nature And Significance Of Research; Characteristics Of Research; Definition And Meaning Of Social Research; Importance And Characteristics Of Social Research.

Unit 2- Social Research And Social Work Research: Distinctive Features Of Social Research And Social Work Research; Scope And Need; Scientific Methods: Meaning And Characteristics Of Social Work Research.

Unit 3- Types of Social Work Research: Intervention Research and Practice based Research; Action research, Needs Assessment Studies; Situational Analysis, Monitoring and Evaluation.

Unit 4- Research Designs: Meaning And Definition Of Research Design, Components Of Research Design: Title Of The Study, Statement Of The Problem, Review Of Previous Studies, Objectives Of The Study, Formulation Of Hypotheses, Methods Of Data Collection, Tools For Data Collection, Sampling, Definition Of Concepts

Unit 5- Types Of Research Design: Exploratory Research Design, Descriptive Research Design, Experimental Research Design, Diagnostic, Survey And Case Study Methods; Difference Between Quantitative And Qualitative Research Designs.

Unit 6- Research Methodology: Problem Identification, Literature Review, Formulation, Objectives and Hypothesis, Concepts, Definitions; Introduction To Methods Of Data Collection

Unit 7- Sampling: Meaning And Definition Types Of Sampling: Probability and Non Probability Sampling; Advantages And Limitations Of Each Category.

Unit 8- Methods Of Data Collection: Interviewing, Questionnaire, Observation And Focused Group Discussion. Tools For Data Collection: Interview Schedule, Interview Guide, Questionnaire, Sources Of Data Collection: Primary And Secondary Data

Unit 9- Processing Of Data: Editing, Coding, Tabulation, Graphical & Diagrammatic Representation Of Data.

Unit 10- Basic Statistics For Social Research: Definition And Functions Of Statistics. Importance of Statistics In Social Research; Frequency Distribution And Tabulation; Ratio, Proportion, Percentage.

Unit 11- Applications Of Statistics: Measures Of Central Tendency: Mean, Median, Mode. Measures of Variability: Standard and Quartile Deviation;

Unit 12- Measures of Association: Chi-square, Correlation Coefficient, 't' distribution; Analysis of Variance and 'F' distribution.

Unit 13- Interpretation and Presentation of Statistical Data: Graphical Presentation, Diagrammatic Presentation, Use Of Tables; Analysis Of Findings; Limitations; Scope For Further Research.

Unit 14- Qualities Of Researcher: Maintaining Objectivity, Unbiased, Curiosity To Know The Unknown, Desire To Understand The Cause And Effect Relationship Of Social Problems, Desire To Discover New And Test Old Scientific Procedures, Patience, Alert Mind, Courage And Consciousness.

Unit 15- Writing Research Report: Significance and steps in writing report; Precautions in writing research reports; Research Abstracts; Research Proposals; Contents of a Research Project; Research Report (Thesis) Writing.

Readings

Bailey, Kenneth, D. 1987. *Methods of Social Research*, New York: The Free Press

Blaikie, Norman. 1993. *Approaches in Social Enquiry*, Cambridge: Polity Press.

Blalock, H. M. 1972. *Social Statistics*, New York: McGraw Hill.

Coolidge, Frederick L. 2000. *Statistics: A Gentle Introduction*, New Delhi: Sage Publications.

Crabtree, B. F. and Miller. 2000. *Doing Qualitative Research*, New Delhi: W. L. (Eds.) Sage Publications.

Cranstein, A. and Phillips, 1978. *Understanding Social Research: An Introduction*, Boston: Allwyn and Bacon.

Denzin, Norman, K. & *Handbook of Qualitative Research* (II ed.), Lincoln, Y. S. (Eds.) 2000 New Delhi: Sage Publications.

MSWSI: Social Work in Industry and Organizational Behaviour

Objectives:

To understand the growth and dynamics of industry/ organization and identify the scope of social work in the work set-up.

Unit 1- Introduction: What is an industry, Historical development of industries- Industrial Revolution, industrialization, industrialization in India categories, Urbanization, Migration, type of workers in India, categories of employment- the formal and the informal sector

Unit 2- Industries in India- Types, Hazards, Concept of Labour Welfare, Scope of social work, Work Stress, Important Labour Laws- Factories Act 1958, ESI Act, Maternity Benefit Act, PF Act, Plantation Labour Act 1951, TU Act, Industrial Disputes Act, Industrial Relations, Grievance handling

Unit 3- Human Resource Management (HRM): Definition, Concept, HRM in India, Definition and categories of work, Division of labour, Work Orientation, Social Stratification and Caste System at the Workplace; Human Resource Management- Approaches

Unit 4- Human Resource Development: Approaches; Significance and Scope of Training and Development, Types of Training in organizations; Case studies from India and abroad.

Unit- 5: Organizational Behaviour: definition - objectives – need, background and foundations of organizational behaviour - models of organization behavior-challenges in organizational behaviour, Diversity in an organization.

Unit- 6: Individual and groups in organization: individual difference - models of man Personality and behavior – perception and learning, values, attitudes and job satisfaction – group dynamics- theories of group formation - formal and Informal behavior - group behavior.

Unit- 7: Motivation - Theories of Motivation – emotional intelligence, leadership, theories of leadership - concept of communication - communication process- effective communication – Management information system- management review meeting-Power and politics – organizational conflict.

Unit-8: Dynamics of Organization: concept of organization structure- bases of departmentalization - span of management; Power and Politics, delegation of authority - centralization and decentralization.

Unit-9: Organizational Structure: Hierarchy in organizations; Forms of organization structure line and staff, functional, divisional, project matrix organization structure; causes of conflict in an organization, management of conflict, process of negotiation; Job stress- causes and effects of stress- coping with stress.

Unit-10: Organizational Change – Change in organizational culture – diversity, personality variance, organizational effectiveness and organizational change; its effect in the work environment.

Unit-11: Organizational Development: meaning- characteristics – models – OD interventions – cross functional teams-Quality of work life, Effective training of employees, Role of Training and Development departments, On-the-job training and Off-the-job training.

Unit- 12: Leadership: types of leadership, Theories of Leadership, Essential Qualities of a good leader, democratic practices of an organization, Encouraging team work.

Unit 13- Industrial Relations: Concept and approaches; Key players of industrial relations; Human Resource Policies and Practices, Statutory and Non-Statutory Committees in an organization, Disciplinary measures taken by an organization, Process of Negotiations; Process of grievance handling.

Unit 14- Networking: Tools of social resource mapping and utilization process, Livelihood networks based on ecosystems, Solidarity networks, Community networks, Outcome mapping through networks, power and networking, role of communication in networking.

Unit 15- Resource Planning in Project Management: Leadership Styles, Processes, Motivation, Strategies, Leadership Roles In Sustaining Projects, Leadership And Communication, Leadership In Vulnerable Sectors, People's Leadership And Ethics, Forward Backward Linkages Between Resource Groups, Fund Raising, Fund Allocations, Resource Mobilization Plans.

Readings:

Jhon .W. Newstrom. 2007. Organisational Behaviour. Tata Mc Grow –Hill Publishing Company Ltd.

Kesho Prasad. 1996. Organisational Development for Excellence. S.Chand and Company.

Khanka .S.S 2000. Organisational Behaviour. , New Delhi: S.Chand and Company

Misha 2001 Organisation Behaviour, Mumbai, Vikas.

Stephen P. Robins 2005 Organisational behaviour. Prentice – Hall of India Pvt Ltd, New Delhi.

P.Subba Rao. 1999. Essentials of Human Resource Management and Industrial Relations. Himalaya Publishing House.

MSWHM: Health and Mental Health

Objectives:

To orient the learners regarding the concepts of health and mental health and explore the prospects of social work practice in the medical and psychiatric settings.

Unit 1- Health: Meaning, Definition, Concept- Biomedical concept, Ecological concept, Psychosocial concept, Holistic concept; Illness: Relationship of Health and Illness; Health and Socio-Cultural Issues, Illness and Identity

Unit 2- Culture and Disease, Medical Beliefs and Practices, Contribution of Medicine to culture, Medical Technology and Culture, Effect of Diseases on culture, Medical Technology and culture, Medical Pluralism and Alternative medicine. Systems of Medicine- Allopathy, Indian Systems of medicine and Medical Pluralism, Integrative Medicine System.

Unit 3- Social Epidemiology: Concept, Definition, Scope; Classification- Epidemic and Endemic- its Socio- economic effects on Population; Epidemiological Methods, Disease patterns, Ecology and Disease;

Unit 4- Types of Communicable and Non- Communicable Diseases: Types, Prevention and Control Measures, Current status of communicable diseases in India; Role of Medical Social Workers.

Unit 5-Community Health: Concept and Definition, Factors influencing Community Health, Community Medicine, Diagnosis and Treatment, Community Health Programme, Community Health Problems in India, Strategies to deal with the problems, National Health Programmes (NHP)

Unit 6- Health as a Fundamental Right- Defining the Right to Health, Historical Perspective, Health Rights and Health, Health care and Health Rights, Concept of Health Development, Objectives of Health Care Planning, Health Policy and Planning in Post- Independent India, National Health Policies- 1983, 2002; NRHM

Unit 7- Medical Social Work: Concept, Nature, Scope, Challenges, Social Work Perspective on Health, Evolution of Medical Social Work in USA, UK and India, Changing Concept of Health, Intervention and Treatment Planning, Public Health, Health Education, School Health Education

Unit 8- Medical Social Work in Hospitals: Medical Social Work Department in Hospitals, Social Work in different departments of Hospital, Teamwork, Patients Rights in Health Care- Health Insurance Problem, Need for Right to Health Care

Unit 9- Role of Medical Social Workers: in various settings- Hospitals and Outpatient Department, in Hospice, Rehab and Emergency, Community Health Centres, with Differently-abled patients

Unit 10- Mental health: Meaning, Concept, Statistical, Psychological and Cultural Approaches, Mental Illness- Concept, Types, Characteristics, Causes of mental illnesses, Clinical Features of Types of Mental Illnesses

Unit 11- Social Work in Mental Health: Application of Social Work Methods in Mental Health Programmes- Case Work, Group Work and Community Organization; Skills of a Mental Health Social Worker; Problems and Prospects of Social Work in the Mental Health set up in India

Unit 12- Psychiatric Social Work in Clinical Settings: Medical Social Work, Clinical Social Work, Social Work Administration and Management; Counselling as a tool in the Mental Health set up, Theories of Counselling, Counsellor's Training, Stages of Counselling, Counselling in special situations

Unit 13- Counselling: Definition, Characteristics; Stages of Counselling Process; Theories of Counselling- Rogers, Berne, Albert Ellis, Eclectic and Integrated Approach

Unit 14- Community Mental Health: Concept, The Mental Hygiene Movement, Scope of Community Mental Health, Prevention, Community Mental Health Education, Community Mental health programmes in India, Mental Health Act 1987, Forensic Psychiatry, Health Planning in India-the various Committees.

Unit 15- Various settings of Medical and Psychiatric Social Work: Medical and Clinical setting, Community Organization, Health Administration, Child Day Care Centres, palliative care, Forensic Psychiatry

Readings:

1. Bajpai, P. K. (Ed.) 1998 : Social Work Perspectives on Health, Jaipur, Rawat Publications.
2. Brody, Elaine M. and Contributors. 1974: A Social Work Guide for Long-Term Care Facilities, U. S. Dept. of Health, Education and Welfare, Public Health Service, Maryland: National Institute of Mental Health.
3. Butrym, Zofia and Horder, John. 1983 : Health, Doctors and Social Workers, London: Routledge and Kegan Paul.
4. Clark, D. W. and MacMahon, B. (Ed.) 1981 : Preventive and Community Medicine, Boston. Little, Brown and Company,
5. Friedlander, W. A. 1967 : Introduction to Social Welfare (Chapter 12: Social Work in Medical and Psychiatric Settings), New Delhi: Prentice-Hall of India.
6. Hilleboe, H. E. and Larimore, G.W.1966 : Preventive Medicine, Philadelphia, W. B. Saunders Company.
7. Humble, Stephen and Unell Judith (Ed.) 1989 : Self Help in Health and Social Welfare, London: Routledge.

8. Jordan, William. 1972 : The Social Worker in Family Situations, London: Routledge and Kegan Paul.

IV Semester

MSWGS: Introduction to Gender Studies

Objectives:

- i. To orient the learners to the gendered injustices in society, to the approaches of gender and development,
- ii. To help the learners critically analyse the present scenario of gender discrimination, patriarchal dominance ingrained and understand the contemporary issues in relation to gender.

Unit-1: Difference between sex and gender, difference between women's studies and gender studies, multidisciplinary nature of gender studies, importance of gender studies as a subject.

Unit- 2: Important key terms and concepts related to gender: gender lens, sex disaggregated data, gender discriminations, gender gap, gender justice, gender socialization, women empowerment, women's oppression, exploitation and subordination, Matriarchy and Patriarchy.

Unit-3: Approaches to Gender and Development: the Welfare Approach, WID approach, WAD approach, Efficiency Approach, Empowerment Approach, Gender and Environment Approach (GED).

Unit- 4: Gender and Language: Sensitive Language, Gender significance of gender sensitive language, gender biased language vs. Gender neutral language, Gender Sensitization, Gender Equality and Equity.

Unit- 5: Liberal Feminism- Rationality, Freedom, education; Marxist feminism-Production, reproduction, Class, Alienation, Marriage and family; Radical Feminism-gender, patriarchy, reproductive Technology, Motherhood

Unit-6: Socialist Feminism-Class and gender, Division of Labour, Unified and Dual System, Exploitative Institutions of women in India-Family, Caste, Class, Culture, Religion Social System.

Unit- 7: Girl child in Society-child labours- Changing role of women-marriage, Single parent-Motherhood-Widows theories of development-Empowerment-Alternative approaches-women in development, Women and Development and Gender and Development-State Policy and Programmes, Problem of Dowry, Female foeticide and infanticide.

Unit- 8: Women's education-gender bias in enrolment- Curriculum content, Dropouts, negative capability in education-values in education-Vocational education recent trends in women's education-Committees and Commissions on education, Adult literacy and Non-formal education for women's development.

Unit- 9: Concept of work- Productive and non-productive work, Domestic Work-Use value and market value, Gendered Division of labour -Mode of production, Occupational Structure among tribal women, Women in organized and unorganized sector, Training, skills and income generation.

Unit- 10: Policies and Gender: New Economic Policy 1991 and its impact on women's employment. Self help groups and leadership-Panchayati Raj-Political role and participation.

Unit-11: Women's Movements- Pre-independent, Post Independent and Current women movements, National committees and Commissions for Women-Government Organization for Women and Child Development, Role of individual activists NGO's in securing women's rights, National and International funding Agencies.

Unit-12: Gender Health-Health status of women in India -Mortality and Morbidity factors influencing health-Nutrition and health-HIV and IODS control program national Health and Population Policies and programmes.

Unit- 13: Maternal and Child Health: reproductive and child health approaches , Issues of old age, Women and environment- Sustainable development and impact on Women.

Unit- 14: Rights and Gender: Right to an Individual's choice of sexual orientation, Queer theory, LGBT, Gender Empowerment Measure (GEM), Gender Development Index (GDI).

Unit- 15: Human Development Index (HDI), Gender Parity Index (GPI), Organizations working for gender and development, Social Issues- in relation to gender in India, Section 377 of the Indian Penal Code (IPC).

Readings:

Ray, Raka (ed.).2012. *Handbook of Gender*. Oxford University Press: New Delhi

Polity Reader.*Gender Studies (ed.)* 2002. Polity Press: New Delhi

Das, Madhushree. 2012.*Tribal Women of Assam*. EBH Publishers, Guwahati

MSWSL: Social Legislations and Human Rights

Objectives

- i. To provide an overview of social legislation and familiarize students with pertinent legislations
- ii. To develop an understanding of the processes and procedures of justice and rights
- iii. To acquaint learners to the concept of Human Rights and its significance in social work.
- iv. To understand the role of national and international organizations in monitoring the protection of human rights.
- v. To facilitate the learners to critically analyze the challenges and issues of human rights violation with specific reference to Northeast India.

Unit 1- Social Policy: Concept of social policy, evolution of social policy in India. Enactment of social policy/ policy formulation, Values underlined social policy and social planning based on the constitutional provisions. i.e., the Directive Principles of State Policy.

Unit 2- Concept of Social Planning: Scope of social planning, Linkage between social policy and planning- planning as an instrument and source of policy. Human Development Index, Social Audit, Community Score Card.

Unit 3- Basic Concepts: Social Justice- concept, nature and types; Millennium Development Goals (MDGs); Processes and Procedures for Justice and Rights: Public Interest Litigation. Unit

Unit 4- Legal Aid and LokAdalat; in India -Contributions of Jyotiba Phule, Mahatma Gandhi, B. R. Ambedkar, Saul Alinsky for social justice and rights.

Unit 5- Social Legislation, Social Justice, Social Defense, Indian Constitution: Preamble, Fundamental Rights, Directive Principles and Fundamental Duties.

Unit 6- Indian Judicial system: Courts: Civil Courts, Criminal Courts, Family Courts, and Juvenile Courts. Prisons: Probation, Parole, Criminal Procedure Code and Indian Penal Code.

Unit 7- Laws Related to Family: Personal laws and the Civil law related to Marriage, Special Marriage Act, Divorce and Maintenance & Succession; Law against Domestic Violence; Law of Family Court.

Unit 8- Laws Related to Women and Children: Women's Commission, Prevention of immoral traffic, Dowry prohibition, Rape, Medical termination of pregnancy, Maternity benefits, Prohibition against Prenatal diagnostic tests (for sex determination),

Unit 9- Adoption legislations for Hindus, Muslims and Christians, Laws Related to Children: Child Rights, Juvenile Justice Act, Adoption and Guardianship, Child Marriage Restraint, Prohibition of Child Labour.

Unit 7- Laws Related to Scheduled Castes and Scheduled Tribes: Protection of Civil Rights; Law against Atrocities Laws Related to Disability: Mental Health, Persons with Disabilities, National Trusts Act

Unit 10- Laws Related to Workers: Factories Act, Minimum wages, Workmen's compensation, Maternity Benefit Act, Occupational Health Hazards; Bonded and Unorganized workers. Laws Related to Consumers and Citizens: Consumer protection, Food Adulteration, Right to information, Project Affected People (PAP).

Unit 11- Environmental Legislation: Environment Protection Act, Air (Prevention and Control of Pollution) Act, Waster (Prevention and control of Pollution) Act, Wildlife Protection Act, Forest Conservation Act, Issues involved in enforcement of environmental legislation.

Unit 12- Human Rights-meaning, concept and nature; Notion and Classification of Rights: Natural, Moral and Legal Rights, Three Generations of Human Rights (Civil and Political Rights; Economic, Social and Cultural Rights; Collective/Solidarity Rights)

Unit 13- Evolution of the Concept of Human Rights: Journey from Magna Carta to the Universal Declaration of Human Rights, The United States Declaration of Independence; The French Declaration of the Rights of Man and the Citizen; United States Bill of Rights, Geneva Convention of 1864, Universal Declaration of Human Rights, 1948.

Unit -14: Theoretical Dimensions: Bases and Sources of Human Rights, 'Unilateralism': Humanitarian Intervention versus State Sovereignty, Theories of Human Rights.

Unit-15: International Concern for Violations of Human Rights, International Bill of Rights, Significance of Universal Declaration of Human Rights, International Covenant on Civil and Political Rights, United Nations' Bodies in the Promotion of Human Rights, The Role of the U.N. Security Council and Other International Organisations- Amnesty and Red Cross.

Readings:

Merry, Sally Engle. 2006. *Human Rights and Gender Violence*. Oxford University Press.

B.P. Singh, *Human Rights in India: Problems and Perspectives*, New Delhi: Deep & Deep, 2008.

AftabAlam, *Human Rights in India: Issues and Challenges*, Delhi: Raj Publications, 2004.

ShankerSen, *Tryst with Law Enforcement and Human Rights: four decades in Indian Police*, New Delhi: APH, 2009.

Harsh Bhanwar, *Human Rights Law in India: Protection and Implementation of the Human Rights*, New Delhi: Regal Pub., 2008.

JaiswalJaishree, *Human Rights of accused and juveniles: Delinquent in conflict and Law*, Delhi: Kalpaz: 2005.

Stephen Shute and Susan Herley (Eds), *On Human Rights*, New York: Basic Books, 1993

Waldron, Jeremy. *Theories of Rights*, Oxford; Oxford University Press, 1984

James Nickel, *Making Sense of Human Rights: Philosophical Reflections on the Universal Declaration of Human Rights*, Berkeley: University of California Press, 1987.

Amartya Sen, *The Idea Justice*, New Delhi: Penguin Books, 2009.

Adil-Ul-Yasin, Upadhyay.2004.*Human Rights*. New Delhi: Akansha Publishing House.

Reichert, E .2003.*Social Work and Human Rights*. New Delhi: Rawat Publications.

Seghal, A. 2004.*Human Rights in India*. New Delhi: Deep and Deep Pvt.Ltd.

Gautam, A. K. 2001.*Human rights and Justice System*. New Delhi: A. P. H. Publishing Corporation.

Joshi, S. C. 2007. *Human Rights: Concepts, Issues and laws*. New Delhi: Akansha.

Government of India (1992-2000). *National Commission for the SCs and STs - A Handbook*. New Delhi.

MSWSWA: Social Welfare Administration and Management of NGOs

Objectives

- Acquire knowledge of Social Welfare Administration and the basic process of Registering, Managing and Administrating Service Organization in the context of Social Work Profession.
- To familiarize the students on the current and changing scenario of NGOs in the National and International development.
- Acquire skills to participate in management and administrative process for service delivery.
- To Learn the Value Orientation, Strategies and Intervention carried out by NGOs for effective service delivery to the people.

Unit 1-Social Welfare Administration: Meaning, Concept, Nature, Definition, Scope and Principles of Social Welfare Adm;Social Welfare Administration as a Method of Social Work.

Unit 2- Functions of Welfare Administration: POSDCoRBF- Planning, Organizing, Staffing, Directing, Coordinating, Reporting, Budgeting, Fund raising, Accounting, Auditing.

Unit 3- Non- governmental organizations: Registrations of Welfare Organization, Procedure for Establishing and Running Social Service Organization.

Unit 4- Establishment of Service Organizations: Need for welfare and developmental organizations; Registration of Organizations; Legislations related to the Establishment of Service Organizations and their salient features – Indian Societies Registration Act-1860, Karnataka Societies Registration Act – 1960, Indian Trust Act-1882, Income Tax Act, Foreign Contributions Regulations Act-1986.

Unit 5- Types and Purpose of Social Service Organizations Registration of Societies and Trusts; Constitution and bylaws; Societies Registration Act; Factors motivating voluntary action.

Unit 6- National & International voluntary agencies; Problems of Voluntary Organizations, sources of funding, management of funds- budgeting.

Unit 7 - Dynamics of Organization- Concept of organization structure, forms of organizational structure- line and staff, bases of departmentalization, span of management, delegation of authority, centralization and decentralization.

Unit 8- Organization of Human Services, Establishment of Human Service Organization, Management of human service organization, Decision making processes,

Unit 9- Fundraising- Concept, Meaning and Importance, Resource Mobilization.Strategies To Fund-Raising, Best Practices Of Organizations Of Fund Raising; Importance Of Evaluation.

Unit 10- Organizational Communication- Concept, meaning and types. Role of Communication in administration, Practice of Social Welfare Administration in different settings, Social welfare Administration as an instrument of Social Change, barriers of effective communication.

Unit 11-Welfare programmes and Legislations for Women, Children, Youth, Aged, Destitute and differently-abled; Social Welfare Programmes for SCs & STs in India

Unit 12- Integrated Child Development Services, Social security schemes of Central & State governments, Resource Mobilization, Grant-in-aid, Fund raising.

Unit 13-Social Welfare Administration in India-National level & State level Social Welfare Department: Functions and Programmes; Organizational Structure, Programmes of Central Social Welfare Board, State Welfare Departments, Transparency and Accountability of Social Welfare Organizations.

Unit 14- Panchayati Raj and Local Self Government: Village Panchayat in Ancient India, Structure and Functions of the Panchayat Raj Institutions, Empowerment of Women and Weaker Sections.

Unit 15- Project Management: Meaning of Project Management: Life- cycle of a Project, Market and Demand Analysis, Technical and Financial Analysis- cost; Project Planning, Execution, Monitoring and Evaluation; Maintenance of records; Documentation- Detailed Project Report; Public relations; Impact analysis-qualitative and quantitative.

Readings:

- Connaway R.S. & Gentry M.E. 1988. *Social Work Practice*, New Jersey M.E. Prentice Hall.
- Goel, S.L. and Jain, R.K 1988 *Social Welfare Administration*, Vol. I and II, New Delhi Deep Publications.
- Jagannadham,C.1978.*Administration and Social Change*, Delhi:Uppal Publishing House 39.
- Reed, Ella W. ed., 1961.*Social Welfare Administration*, New York, Columbia University Press.
- Siddiqui H.Y. 1990. *Social Welfare in India*. New Delhi:Harnam Publications.
- Louise C. Johnson.,Charles L. Schwarth. 1994. *Social Welfare: a Response to Human Need*, Allyn and Bacon, London.
- Louise C. Johnson 1994. *Social Work Practice: A Generalist Approach* (4thEdn) Allyn and Bacon, London.